

MISSOURI TEACHER CERTIFICATION CLASSIFICATION AND RENEWALS

Professional Classification (PC)

PCI is valid for three (3) years and is assigned to teachers with less than three years of approved teaching experience and who meet the minimum requirements and qualifications. To advance to the next level, during the valid dates of the classification, a teacher is required to:

- Participate in an entry-year mentor program
- Develop and implement a professional development plan
- Complete 30 clock hours of inservice training
- Participate in a performance-based teacher evaluation
- Participate in beginning teacher assistance program
- Complete three years of approved teaching experience (if requirements cannot be met an extension or reissue may be granted)

PCII is valid for seven (7) years and is assigned to teachers who hold a valid PC I and who provide documentation of completing all requirements for advancement to this level of certification; or, to teachers who have three (3) years of approved teaching experience and who meet the minimum requirements for certification. To renew this certificate, during the valid dates of the classification, a teacher is required to:

- Continue following a professional development plan
- Participate in a performance-based teacher evaluation
- Complete 30 additional clock hours of inservice training
- Complete 12 semester hours of academic credit*
- Complete 7 years of approved teaching experience

Teachers may renew the PCII an unlimited number of times by repeating the requirements every 7 years.

*Teachers who have earned a master's degree in education or in a subject area are exempt from this requirement.

CPC (Continuous Professional Classification) is valid for 10 years and is assigned to teachers who have:

- A master's degree in education or subject area
- Completed all requirements at the PCII level
- Participate in a performance-based teacher evaluation

- A minimum of 10 years of approved teaching experience, a master's degree in education or in an area of certification
- Continue following a professional development plan

The CPC may be renewed an unlimited number of times upon the holder's request.

Provisional Classification refers to a two (2) year non-renewable certificate issued to teachers who do not meet all of the requirements for Professional Certificates. If additional coursework is needed to meet the minimum requirements, the deficiencies may not exceed 12 semester hours.

Teacher Certification Contact Person:

Lynn Lucas
Teacher Certification
P. O. Box 480
Jefferson City, MO 65102
573-751-2496

Additional information on certification may be found at the following website:
<http://www.dese.mo.gov/divteachqual/teachcert>.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
SECONDARY BUSINESS EDUCATION
(NON-VOCATIONAL)**

Effective Fall 2002

	Grades 9-12
1. Keyboarding	2
2. Accounting	3
3. Economics	2
4. Business/Consumer Law	2
5. Business Communication	2
6. Management	2
7. Marketing	2
8. Computer/Emerging Technology	9
9. Electives	0-6
MINIMUM TOTAL SEMESTER HOURS	30

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
SECONDARY VOCATIONAL BUSINESS EDUCATION
Approved by State Board of Education, March 2001
Effective, Fall 2002

COMPUTER PROGRAMMING (CIP CODE 11.0201)
NETWORK ADMINISTRATION (CIP CODE 11.0901)

I. Initial Certificate

A. Requirements for a Five- (5) Year Certificate:

Option I

1. Baccalaureate degree in business education or have met business education certification requirements;
2. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours; and
3. Evidence of successful completion of three (3) semester hours of the course, Implementing Vocational Business Education Programs; or

Option II

1. Baccalaureate or associate degree in a business-related major or minor;
2. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours;
3. Evidence of successful completion of the Missouri New Teacher Institute; and
4. Evidence of successful completion of eight (8) semester hours of approved professional education courses which must include the following:
 - a. Methods of Teaching Business Education
 - b. Curriculum Development for Business Education
 - c. Implementing Vocational Business Education Programs; or

Option III

1. Three years (6,000) hours of directly related occupational (non-teaching) experience within the most recent ten (10) years;
2. Evidence of successful completion of the Missouri New Teacher Institute; and
3. Evidence of successful completion of eight (8) semester hours of approved professional education courses which must include the following:
 - a. Methods of Teaching Business Education
 - b. Curriculum Development for Business Education
 - c. Implementing Vocational Business Education Programs

B. Requirements for a Two- (2) year Certificate:

Option I

1. Baccalaureate degree in business education or have met business education certification requirements; and
2. One thousand (1,000) hours of directly related occupational (non-teaching) experience; or

Option II

1. Baccalaureate or associate degree in a business-related major or minor;
2. Evidence of successful completion of the Missouri New Teacher Institute; and
3. One thousand (1,000) hours of directly related occupational (non-teaching) experience; or

Option III

1. Three years (6,000) hours of directly related occupational (non-teaching) experience within the past ten (10) years; and
2. Evidence of successful completion of the Missouri New Teacher Institute

SUPERVISED BUSINESS EXPERIENCE

A Supervised Business Experience (SBE) Coordinator for business occupations must complete a coordination procedures course.

CERTIFICATE RENEWAL REQUIREMENTS

II. Requirements for Certificate Renewal:

- A. To renew a five- (5) year certificate, the teacher must:
 1. Attend three (3) vocational education conferences during the five- (5) year period. Attendance records are kept on file in the state office.
- B. To renew a two- (2) year certificate, the teacher must:
 1. Show evidence of progress toward the completion of the professional education hours and/or occupational work hours required for a five- (5) year certificate. This certificate can be reissued two (2) times for a maximum of six (6) years.

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CERTIFICATION REQUIREMENTS FOR
SECONDARY VOCATIONAL BUSINESS EDUCATION
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ACCOUNTING (CIP CODE 52.0302)
GENERAL OFFICE (CIP CODE 52.0407)
INFORMATION PROCESSING (CIP CODE 11.0601)

I. Initial Certificate

A. Requirements for a Five- (5) Year Certificate:

Option I

1. Baccalaureate degree in business education or have met business education certification requirements;
2. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours; and
3. Evidence of successful completion of three (3) semester hours of the course, Implementing Vocational Business Education Programs; or

Option II

1. Baccalaureate degree in a business-related major;
2. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours;
3. Evidence of successful completion of the Missouri New Teacher Institute; and
4. Evidence of successful completion of eight (8) semester hours of approved professional education courses which must include the following:
 - a. Methods of Teaching Business Education
 - b. Curriculum Development for Business Education
 - c. Implementing Vocational Business Education Programs

B. Requirements for a Two- (2) year Certificate:

Option I

1. Baccalaureate degree in business education or have met business education certification requirements; and
2. One thousand (1,000) hours of directly related occupational (non-teaching) experience; or

Option II

1. Baccalaureate degree in a business-related major;
2. One thousand (1,000) hours of directly related occupational (non-teaching) experience; and
3. Evidence of successful completion of the Missouri New Teacher Institute

SUPERVISED BUSINESS EXPERIENCE

A Supervised Business Experience (SBE) Coordinator for business occupations must complete a coordination procedures course.

CERTIFICATE RENEWAL REQUIREMENTS

II. Requirements for Certificate Renewal:

A. To renew a five- (5) year certificate, the teacher must:

1. Attend three (3) vocational education conferences during the five- (5) year period. Attendance records are kept on file in the state office.

B. To renew a two- (2) year certificate, the teacher must:

1. Show evidence of progress toward the completion of the professional education hours and/or occupational work hours required for a five- (5) year certificate. This certificate can be reissued two (2) times for a maximum of six (6) years.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
APPROVED PROFESSIONAL COURSES FOR VOCATIONAL
BUSINESS CERTIFICATION**

Central Missouri State University

BE&O 4280—Implementing Vocational Business (Offered spring/summer 2003)

BE&O 4260—Special Topics: Methods of Teaching Business

BE&O 4241—Coordination of Cooperative Education

Lindenwood University

EDU 59344—Implementing Vocational Business Education Programs (Offered in summer session, one week, on campus)

Northwest Missouri State University

44-684—Implementing Vocational Business Education- Summer session, online

44-580—Methods of Teaching Business Education - Offered each fall in the evening on Northwest Campus and Online

44-582—Instructional Technology Methods (Curriculum)-Summer and Spring of odd years, online

Southeast Missouri State University

AD 627—Implementing Vocational Business Education Programs - online

AD 626—Improvement of Curriculum and Instruction in Business Subjects

SE 314—Techniques of Teaching Business Subjects - Online

AD 620—Cooperative Education (Coordination Procedures) - Online

Southwest Missouri State University

BSE 524—Implementing Vocational Business Education Programs

BSE 540—Curriculum Development for Business Education

BSE 403/503—Methods of Teaching of Business Education

University of Missouri-Columbia

ED 409—Principles of Business Education (Meets the new vocational business certification requirements "Implementing Vocational Business Education Programs")

ED 384—Curriculum Design in Business and Marketing Education - Offered winter semester

ED 386—Teaching of Business and Marketing Education Subjects - Offered fall semester

F 308—Coordination of Cooperative Occupational Education - Offered summer session

***Workshops sponsored by the Business Education Section of the Department of Elementary and Secondary Education are available during the summer at eight (8) locations. These workshops are free to Missouri business educators and grant 2 hours credit in one of the professional vocational education areas. The course approval for secondary certification, Implementing Vocational Business Education Programs, will meet the requirements for Post Secondary/Adult certification.

Updated 07/10/03

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
POSTSECONDARY/ADULT VOCATIONAL BUSINESS EDUCATION
Effective, Spring 2003

I. Requirements for a Five-Year Certificate:

- A. Baccalaureate degree in a business related major (accounting, finance, management, computer science, administrative office systems, etc.);
- B. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours;
- C. Completion of one of the following professional vocational education courses: vocational philosophy, vocational guidance, occupational analysis or adult education.

II. Requirements for a Two-Year Certificate:

- A. Baccalaureate degree in a business related major (accounting, finance, management, computer science, administrative office systems, etc.);
- B. One thousand (1,000) hours of directly related occupational (non-teaching) experience.

III. Requirements for Certificate Renewal

- A. A five (5)-year certificate may be renewed upon confirmed attendance at three (3) vocational education conferences during the five (5)-year period. Attendance records are kept on file in the state office; or
- B. A two (2)-year certificate may be reissued one time for a maximum of four (4) years based upon evidence of progress toward the completion of the professional education course and/or occupational work hours required for a five (5)-year certificate.